



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Grants Management Enterprise: Focusing on Amendment Process

This workshop is intended to provide a hands-on training of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will mainly focus on Amendment process along with approved completion report. It will also go over current Business Rules related to ADE Grants Management Amendment process. The targeted audience for this presentation is individuals who are new or somewhat familiar with the GME system and work with amendment / completion reports in the Grants Management System. The workshop will be held in a computer lab, and participants will have access to the ADE Grants Management Enterprise training website.

Please note that this presentation is strictly system-related and will not address questions regarding specific grants, financial requirements, funding strategies, or supplemental grant application materials that may be required by a certain program area.

Topics:

- Completion Report
 - Current Business Rules related to Completion Report
 - Understanding approved completion report
 - Recognizing Local and State Carry-Over
 - Return of Monies
 - Multi-Year Fund Carry-Over Matrix
- Amendment
 - Type of Amendment and Current Business Rules related to Amendment
 - How to Create, Complete, and Submit an Amendment
 - How to check status of an existing amendment
 - How to resubmit rejected amendment

Requirements and information for workshop participants:

- Pre-registration is required – participants can register by completing online registration process through “ADE Calendar of Events” at <https://www.ade.az.gov/onlineregistration/> (Go to View Events by Unit/Division and Click on “Grants Management”)
- Each workshop includes a 2.5 hour session and one extra hour for participants to work on their own amendment in the computer lab (optional).
- Each workshop is limited to 12 participants.

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

Workshop Dates and Locations:

1535 West Jefferson, Phoenix, Arizona 85007 • Voice: (602) 542-3452 • Fax: (602) 542-4063

Flagstaff	Flagstaff Unified District Technology Learning Center (upper floor of Admin Center) 3285 E. Sparrow Ave., Flagstaff	Wednesday, March 12, 2008 9:00 am – 12:00 pm
Flagstaff	Flagstaff Unified District Technology Learning Center (upper floor of Admin Center) 3285 E. Sparrow Ave., Flagstaff	Wednesday, March 12, 2008 1:00 pm – 4:00 pm
Phoenix	ADE – Room B2 1535 West Jefferson Street	Monday, March 17, 2008 9:00 am – 12:00 pm
Phoenix	ADE – Room B2 1535 West Jefferson Street	Monday, March 17, 2008 1:00 PM – 4:00 PM
Tucson	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Monday, March 24, 2008 9:00 AM – 12:00 PM